

## Statewide Independent Living Council

Mission: The SILC advocates for and helps to create local and state support systems which permit persons with disabilities to determine, achieve and maintain independence, productivity and integration into community life.

### Meeting Tips:

- Cell phones on vibrate
- One person talks at a time
- Be respectful
- Everyone listens
- Come prepared

Contact SILC Staff at:  
1.605.494.3613  
[cwagoner@bhssc.org](mailto:cwagoner@bhssc.org)

**Quarterly Meeting**  
**Tuesday, December 8, 2020**  
**9:00 AM to 1:15 PM (Central Time)**  
**Meeting will be held via ZOOM**

Zoom Meeting - invite was sent by email on October 8  
(see full instructions on last page)

To Join Zoom Meeting:

### Join Zoom Meeting

<https://zoom.us/j/92778602350?pwd=UjZsaU5iVVZiSm5XZWRSa2NyeW14Zz09>

Information needed to connect via Zoom, when prompted:

- Meeting ID: 927 7860 2350
- Passcode: kk4ZRE

To call in for audio (phone) to access meeting, dial:

**+1 312 626 6799 US (Chicago)**

Information needed to connect via phone, when prompted:

- Meeting ID: 927 7860 2350
- Passcode: 236611

**Please come prepared to: participate in dialogue, listen, learn, ask questions, provide feedback, and share ideas.**

| Agenda Item  | Lead Person | Information Item (I) or Action Item (A) | Approximate Time Needed |
|--|-------------|---|-------------------------|
| <b>9:00 am (central time)</b><br>Opening Actions: <ul style="list-style-type: none"> <li>• Housekeeping Items</li> <li>• Welcome &amp; Introductions</li> <li>• Review of Voting Process</li> <li>• Review &amp; Approve Agenda</li> <li>• Review &amp; Approve Meeting Minutes               <ul style="list-style-type: none"> <li>○ SILC September 10 Mtg</li> <li>○ Executive Committee November 17, 2020</li> </ul> </li> </ul> | Alan Adel   | Action                                  | 10 minutes              |
| Public Comment   | Alan Adel   | Information                             | 5 minutes               |
| Executive Session (if there is a need for closed discussion regarding a sensitive or confidential matter.)   | Alan Adel   | Information                             | 5 minutes               |

|   |   |  |            |
|---|---|--|------------|
| State Plan for Independent Living <ul style="list-style-type: none"> <li>• Revision &amp; Submittal</li> <li>• SPIL Goals/Objectives/ Indicators</li> </ul>   | Alan Adel & SPIL Committee Members  | Information                                | 10 minutes |
| <b>9:30 am</b><br>SPIL Related Items <ul style="list-style-type: none"> <li>• Draft SILC Member/Staff SPIL Activities Reporting Form</li> <li>• Draft SILC Individual Training Plan</li> <li>• Introduction to training resources</li> <li>• Updated CIL Quarterly Report</li> </ul>  | Colette Wagoner & Jennifer Lewis<br>Eric & Alan   | Information & Action                       | 30 minutes |
| <b>10:00 am</b><br>SILC Program Performance Report (PPR) formerly known as the 704 Report   | Alan Adel<br>Colette Wagoner<br>Eric Weiss  | Information & Action                       | 15 minutes |
| Fall Conference   | Eric Weiss & Attendees  | Information                                | 10 minutes |
| BVR Report  | Eric Weiss  | Information                                | 10 minutes |
| <b>10:35 am</b> Break   |   |  | 15 Minutes |
| <b>10:50 am</b><br>Division of Rehabilitation Services Report (CILs Quarterly Reports)  | Jennifer Lewis  | Information                                | 20 minutes |
| <b>11:10 am</b><br>Division of Service to the Blind and Visually Impaired Report  | Ronda Williams  | Information                                | 15 minutes |
| <b>11:25 am</b><br>Board of SBVI Report   | Catherine Greseth   | Information                                | 15 minutes |
| <b>11:40 am</b><br>CIL Updates<br>ILC (South; North; Native American ILC)<br>WRIL   | ILC – Matt Cain<br>WRIL – Jen Red Bear  | Information                                | 30 minutes |
| <b>12:10 pm</b><br>SILC Committee Reports <ul style="list-style-type: none"> <li>• Consumer Services</li> <li>• Public Awareness</li> <li>• Assistive Tech/Home Modifications Adaptive Devices</li> <li>• Advocacy/interagency/ Collaborating</li> <li>• State Plan for Indep Living</li> <li>• Bylaws/Policies/Procedures <ul style="list-style-type: none"> <li>○ Draft Bylaws</li> </ul> </li> </ul> | Ronda Williams<br>Catherine Greseth<br>CJ Moit<br><br>Tasha Jones<br><br>Eric Weiss<br>Eric Weiss | Information<br><br><br><br><br>Action Item | 35 minutes |
| <b>12:45 pm</b><br>Staff Report<br>National Disability Employment   | Colette Wagoner   | Action                                     | 10 minutes |

|  |           |             |            |
|--|-----------|-------------|------------|
| Awareness Month/NDEAM Update<br>Governors Awards<br>Budget Update  |           |             |            |
| Other Business   | Alan Adel | Information | 5 minutes  |
| <b>1:00 pm</b><br>Closing Actions<br>Future Agenda Items<br>Schedule Next Meeting<br>Adjournment – Thank You | Alan Adel | Information | 15 Minutes |
|  |           |             |            |
|  |           |             |            |

### **Need for Auxiliary Aids or Services**

Any individuals who will require auxiliary aids and services for a disability in order to participate in the meeting (e.g., sign language interpreters, assistive listening devices, materials in alternative format) should submit a request to SILC staff at 1.605.494.3613 or [cwagoner@bhssc.org](mailto:cwagoner@bhssc.org).

Please request these auxiliary aids and services no later than **10 days prior to the meeting** in order to ensure requested auxiliary aids and services are available.

## **Meeting Protocol**

- ❑ Be prompt in attending Statewide Independent Living Council (Board) and committee meetings.
- ❑ Only one person speaks at a time. In order to obtain the floor and address the Board, all in attendance – members, staff and public – must be recognized by the Chairperson and given permission to do so.
- ❑ To gain recognition of the chairperson, raise your hand and/or address the Chairperson as appropriate i.e., Mr. Chairperson; Ms. Chairperson.
- ❑ If two or more members seek recognition of the chairperson at the same time, the chairperson will determine the order in which they will be invited to address the Board.
- ❑ If a person has already spoken to the issue, and wishes to speak to it again, others who have not yet spoken to it will first be given the opportunity to speak.
- ❑ Private conversations are not to be conducted during the meeting. The chairperson has the authority to ask others, who have not been given the floor, to refrain from talking while someone else has the floor (this is true for all in attendance – members; staff; public).
- ❑ Remind participants that this is the time to say something, if they have something to say. It will do little good for them to express their dissatisfaction with what was said or agreed upon after the meeting is over.
- ❑ People need to speak on the subject being discussed.
- ❑ Comments and discussions need to address issues.
- ❑ Listen alertly and with an open mind.

## **Tips for a Virtual Meeting**

- Prepare a quiet, distraction free location
- Keep your audio muted when not speaking
- State your name when you want to speak or be identified
- Speak at your normal conversational volume
- Position your camera properly – if you use a web camera, be sure it is in a stable position, focused at eye level. Doing so helps create a more direct sense of engagement with other participants.
- Join the presentation a few minutes early to ensure you can see the presenter/presentation and can hear
- Limit distractions  
You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking  
You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
- Prepare materials in advance  
If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

### **Additional. . . .**

1. Remember you are on camera whenever you have your video camera on. Even if you are not seeing yourself, everyone else is seeing you. If you need to do something during the meeting, turn your camera off. And, do not do anything that will embarrass yourself.
2. Remember, unless you are muted, you are not muted. Stay muted unless you are talking. Also, remember, if you need to get up, get coffee, talk to someone in the room—turn both your camera and your microphone off.
3. If you are in a rocking chair during a virtual meeting, do not rock.
4. Stay focused on the meeting at hand.
5. Be camera ready, 😊

## **Statewide Independent Living Council – Quarterly Meeting**

Topic: Statewide Independent Living Council Quarterly Meeting

Time: Dec 8, 2020 09:00 AM Central Time (US and Canada)

### **Join Zoom Meeting**

<https://zoom.us/j/92778602350?pwd=UjZsaU5iVVZiSm5XZWRSa2NyeW14Zz09>

**Meeting ID: 927 7860 2350**

**Passcode: kk4ZRE**

One tap mobile

+16699009128,,92778602350#,,,,,0#,,236611# US (San Jose)

+12532158782,,92778602350#,,,,,0#,,236611# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

**+1 312 626 6799 US (Chicago)**

**Meeting ID: 927 7860 2350**

**Passcode: 236611**

Find your local number: <https://zoom.us/u/ab699Gpyin>